

Fall 2007

English *for* Professional Purposes



For student advising and course details, call the English for Professional Purposes Program (415) 817-4247
Call (415) 405-7700 to register. For more information visit www.cel.sfsu.edu

ORAL COMMUNICATION SKILLS

Speaking Effectively: Developing Pronunciation & Conversation Strategies (3 CEU)

Intermediate

Would you like to feel more relaxed and confident in one-on-one and small group conversations? Do you feel frustrated when people can't understand you because of your accent? In Speaking Effectively you will learn techniques to help you speak more clearly and communicate more successfully at work and in social settings.

Specifically, you will:

- refine your English conversation skills
- improve your pronunciation
- learn to get attention in groups, give and receive criticism, deal with misunderstandings and express ideas spontaneously and fluently
- participate in non verbal communication exercises, role-plays, and oral readings
- increase awareness of how you speak through the use of audio and videotaping

You will leave this class with greater self-assurance and awareness about how you communicate, and with tools you can continually use to improve your ability to converse in English.

Instructor: Maw Shein Win

Schedule Number 47105 **ENG 9006** **Section Z 01**

- Thurs., Sept. 13-Nov. 15, 6-9 pm
- SF State DTC, 835 Market, 6th Floor
- \$395

*Ask us about
customized, on-site classes
in language and
cross-cultural communication
for your business.*

Call (415) 817-4246



SAN FRANCISCO
STATE UNIVERSITY

- CEL TouchTone Registration begins July 30
- In person/phone registration begins July 31

Speaking Effectively: Presentation Skills for Non-Native English Speakers (3 CEU)

Intermediate/Advanced

This course will help you to strengthen your ability to present ideas in front of a group; overcome nervousness and become more skilled and confident when you speak before an audience; and build on the oral skills you already have, enhancing your capacity to speak and respond effectively in group settings.

Specifically, you will:

- develop effective presentation strategies for addressing different audiences
- learn to maintain fluency and stay relaxed in tense situations
- gain techniques for participating in debates and discussions
- refine your pronunciation of specific sounds
- practice monitoring your use of stress, rhythm, and intonation
- use audio and videotaping to help you make changes in how you present yourself as a speaker of English

Instructor: Felicia A. Mazzi

Schedule Number 47106 **ENG 9021** **Section Z 01**

- Mon., Sept. 27-Dec. 6, 6-9 pm (no class Nov. 22)
- SF State DTC, 835 Market, 6th Floor
- \$395

Refining Pronunciation (2.1 CEU)

Intermediate/Advanced

If you have a good command of English grammar and usage but feel uncomfortable because of your accent, Refining Pronunciation will provide you with focused methods to help you speak with greater clarity.

Learn and practice:

- English stress, rhythm, and intonation patterns
- points of articulation for the pronunciation of English vowels and consonants
- pronunciation exercises designed to fit your particular needs

This course uses both audio and videotaping to provide you with individualized attention so that you can identify pronunciation difficulties, learn to correct them, and monitor your progress.

Instructor: Amy Parker

Schedule Number 47107 **ENG 9025** **Section Z 01**

- Mon., Sept. 24-Nov. 26, 6-8:20 pm (no class Nov. 12)
- SF State DTC, 835 Market, 6th Floor
- \$325

FREE INFORMATION SESSION

**Tuesday, Aug. 28
5:30-6:45 pm**

SF State Downtown Campus
835 Market St., 6th floor
(Powell St. BART/Muni)

Advising available

No reservations necessary.
For complete program
information
visit www.cel.sfsu.edu

ESSENTIAL GRAMMAR SKILLS

Grammar Review: Understanding Verb Tense & Other Grammar Hot Spots (1.5 CEU)

Intermediate

This class may be taken on its own or before or after **Grammar Review: Sentence Structure, Phrases, Clauses & More**. Choosing the correct verb tense when writing in English can be confusing and frustrating. Learn strategies for making the best choice by learning to identify triggers for the various verb tenses.

In addition, learn to address other grammar hot spots such as:

- the differences between spoken vs. written forms of English
- how to use conditional forms ("if" sentences) and modals (must, should, could)
- how to use verbals: infinitives (to + verb) and gerunds (verb + ing)

Instructor: Anita Walter

Schedule Number 47108 **ENG 9055** **Section A 01**

- Tues., Sept. 18-Oct. 16, 6-9 pm
- SF State DTC, 835 Market, 6th Floor
- \$225

ENGLISH *for* PROFESSIONAL PURPOSES



Fall 2007

CLASSES

ESSENTIAL GRAMMAR SKILLS

Grammar Review: Sentence Structure, Phrases, Clauses & More (1.5 CEU)

Intermediate

Knowing the rules of good grammar is not enough to make you an effective communicator in English. Knowing how to apply the rules with accuracy and appropriate style will make a huge difference in getting your message across to your audience. You will:

- learn and practice a variety of sentence structures
- develop an understanding of when and how to use adjective clauses and adverb clauses
- increase your understanding of how to choose and use prepositional and other phrases appropriately
- enhance your ability to use articles correctly
- review essential points for choosing the best verb tense for your message

This class may be taken on its own or before or after **Grammar Review: Understanding Verb Tense & Other Grammar Hot Spots**.

Instructor: Anita Walter

Schedule Number 47109 ENG 9056 Section Z 01

- Tues., Nov. 6-Dec. 11, 6-9 pm (no class Nov. 20)
- SF State DTC, 835 Market, 6th Floor
- \$225

WRITING SKILLS

Business Writing for Non-Native English Speakers (3 CEU)

Intermediate/Advanced

Writing memos, letters, and short reports isn't easy. This class teaches you the skills needed to produce accurate, professional writing.

Learn how to:

- write concisely
- decrease time spent writing
- increase confidence when writing at work
- use a variety of grammatical structures accurately
- edit for frequent grammatical errors

Learn to accomplish the different writing tasks that cross your desk with increased confidence and accuracy. Leave this class more assured about the content, format, and grammar of your business correspondence.

Instructor: Jim O'Hara

Schedule Number 47104 ENG 9005 Section Z 01

- Wed., Oct. 3-Dec. 12, 6-9 pm (no class Nov. 21)
- SF State DTC, 835 Market, 6th Floor
- \$395

THE MULTI-SKILL CERTIFICATE OF COMPLETION FOR NON-NATIVE ENGLISH SPEAKERS

English for Professional Purposes offers a multi-skill certificate. Upon completion, participants will have gained exposure to and practice in three significant language skill content areas relevant to their professional and personal development as communicators in English. These content areas include oral communication, writing, and the participant's choice of vocabulary, pronunciation, or grammar.

Certificate Admission Requirements

Participants must have an intermediate to advanced level of English to participate in the certificate program. No beginning level courses are offered. For student advising, call (415) 817-4247.

Certificate Program Course Requirements

To meet the minimum certificate requirements, participants must complete 81-90 hours of instruction (8.1-9 CEUs) by taking one or, in some cases, two courses from each language skill area: Oral Communication Skills, Writing Skills, and Other Essential Skills.

Students may take no more than two years (or six semesters) to complete the certificate. Four weeks before the participant attends the final course in the program, an application for the certificate of completion with a \$50 non-refundable fee is due. Call (415) 817-4247 to request an application at that time.